

## **Instructions for Downloading PowerPlay files from the DCMC File Server**

*Each month, PowerPlay files in the form of self-extracting.exe files are placed on the DCMC File Server. The files facilitate your use of the Cognos PowerPlay decision support software. To download the files use File Transfer Protocol (FTP) and follow the step-by-step instructions below:*

1. Change your local directory to the where you have stored your PowerPlay files.  
Example: `c:\> cd\cognos\pwrply41` (enter).
2. Type: `ftp 160.147.213.30` (enter) (This is the DCMC File Server IP address).
3. When prompted, type your login: `xxxxxxxxxx` (enter).
4. When prompted, type your password: `xxxxxxxxxx` (enter).
5. Change remote directory to metrics by typing: `cd/metrics`. (Note: *PQDR0696.EXE is in the Metrics/PQDR subdirectory. Individual CAO files, e.g., BOSTON.EXE, are in the Metrics/ORGMRX subdirectory. The PowerPlay portfolio, SEVEN.BBK and associated CRE files concerning the top seven metrics, is in the Topseven subdirectory.*)
6. To see the listing of the files contained in the directory, type: `ls` (enter). (Note: *You may skip this step if you are certain of the filename.*)
7. To retrieve a file, type: `get (filename)` (enter).  
Example: `get DCMCJUN.EXE` (enter). (Note: *The DCMC\_\_\_.EXE file explodes into 19 separate process oriented extracts, one for each corresponding input screen of the AutomatedMetrics System Transition Application.*)
8. When the transfer is complete, type: `quit` (enter).
9. After the transfer of the file to your C: drive, the file must be extracted. To extract (inflate) the file you simply type the file name at your Cognos\Pwrply41 directory prompt.  
Example: `C:\Cognos\pwrply41> DCMCJAN` (enter).

*Note: If asked if you want to overwrite an existing file, type the letter "A" to indicate yes to overwrite all files.*

10. The file will extract itself into many files. When this process is complete, you no longer need the exe file that you transferred from the DCMC server. You may delete the exe file if you wish to conserve disk space by typing `del (filename)` (enter).  
Example: `C:\Cognos\Pwrply41 del DCMCJUN.EXE` (enter)